

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2011-184 **Issue Date:** 10-07-11 **Closing Date:** 10-27-11

Equal Employment Opportunity Officer
Yakama Nation Human Resources
Tribal Administration
Hourly Wage: \$27.45-\$28.83/Full-Time/Regular

Is responsible to administer Yakama Nation Equal Employment Opportunities in all areas of employment, training, and conduct of employees. This includes handling formal complaints, grievances, and appeals.

Knowledge, Skills and Abilities:

- Knowledge of the Personnel Policy Manual, Supervisors Manual, Compensation Manual, Master Class Title/Code/Pay Range Listing, Finance Manual, Drug and Alcohol Procedures Manual, and of HR Internal Controls.
- Knowledge of tribal administrative policies and procedures.
- Knowledge of the Yakama Nation governmental organization.
- Knowledge and proficiency in computer use, specifically Microsoft Office products including, Word, Excel, Power Point, and Access.
- Knowledge of administrative investigative methods and techniques, which includes conflict analysis and resolution.
- Knowledge of report writing techniques used to prepare accurate, comprehensive and detailed reports.
- Knowledge of interviewing techniques to obtain detailed information.
- Knowledge of applicable Indian Civil Rights laws, regulations, and case law.
- Knowledge of research techniques, including statistical analysis and data collection.
- Ability to remain flexible to changes in assignments or situations, priorities and handle frequent interruptions.
- Ability to work closely with all HR staff to ensure a positive work environment.
- Ability to establish and maintain effective working relationships with other department staff, supervisors/managers, elected officials, and the public.
- Ability to meet the public and address problems, issues, and complaints tactfully, courteously and effectively.
- Ability to manage multiple complex projects and tasks with competing deadlines.
- Ability to communicate effectively, orally and in writing, with all levels of personnel including employees, supervisors, elected officials, etc.
- Ability to demonstrate a high degree of personal integrity and be able to maintain strict confidentiality.
- Ability to work independently and productively with minimal supervision.
- Ability to enter, transcribe, record, store, or maintain information in written or electronic/magnetic form.
- Ability to keep up to date with ongoing changes of computer software and HR related databases.
- Ability to exercise independent initiative and judgment.
- Ability to exercise diplomacy when dealing with people in sensitive situations.
- Ability to apply active listening techniques to obtain complete and accurate information.

General Recruiting Indicators:

- Requires a Bachelor's Degree in Human Resources, Business Administration or Law, Public Administration, or related field **AND** 3years professional experience in conducting administrative investigations.
- Required to pass a pre-employment drug & alcohol test.

Special Requirement:

- Required to successfully pass a background check.
- Must present a highly professional image and outstanding customer service to internal and external clients.
- Must maintain strict confidentiality.
- Proven record of regular and punctual attendance; strong work ethics.